

**State of Arkansas**  
**Department of Finance and Administration**  
**Income Tax Administration**



# **Tax Year - 2002**

**Handbook for Electronic Filers**  
**Of Individual Income Tax Returns**  
**(Filing Season Beginning 01-01-2003)**

# TABLE OF CONTENTS

DESCRIPTION	PAGE
Introduction .....	1
What's New Information.....	2
Calendar .....	4
Publications .....	4
Contact Personnel.....	5
Federal-State Electronic Filing .....	6
Application Process.....	7
Approved Software List .....	8
Acceptance & Testing .....	10
Arkansas Electronic Return .....	11
Transmitting the Arkansas Electronic Return .....	12
Reject Return Information.....	13
Reject Code Listing .....	14
Form AR8453 .....	15
Form AR1000-V.....	17
Assistance .....	18
Responsibilities of Electronic Filers/Transmitters/ERO's.....	19
8453 Regulation .....	21
Glossary .....	25

## INTRODUCTION

The State of Arkansas is once again happy to partner with the Internal Revenue Service to present the Fed-State E-File Seminars. As IRS continues their modernization and re-structuring, the State of Arkansas is continuing to upgrade the Electronic Filing process, but utilizing the existing infrastructure in order to establish long lasting relationships with the Tax Practitioners and Electronic Return Originators within the State of Arkansas. It is our goal to provide the best service possible to the Practitioners and ERO's in order for you to provide the best service possible to your clients.

The Electronic Filing program has experienced tremendous growth since 1995. The following charts represent this growth.

Tax Year >	1995	1996	1997	1998	1999	2000	2001
E-File	45,966	108,692	151,464	202,557	244,845	309,054	365,974
On-Line	0	0	0	6,561	15,700	25,141	42,728
Telefile	0	5,742	9,682	9,340	12,166	16,425	20,389
Telefile - Internet	0	0	0	0	0	335	981
TOTALS	45,966	114,434	161,146	218,458	272,711	350,955	430,072

The Arkansas Electronic Filing Season for Tax Year 2002 will use the same testing dates and live dates as the IRS. Testing usually begins in November of each year and live transmissions will begin in early January. Arkansas will allow Fed-State Electronic Filing through October 15<sup>th</sup> of each year.

Arkansas will participate in the 'State Only Filing' that will be offered for the first time to States for Tax Year 2002. This will allow returns that may be rejected on the State side to be re-transmitted once the error condition has been corrected. This will also allow State returns to be filed when a Federal return is not required.

Thank you Tax Preparers, ERO's and Software Developers for your continued support for this wonderful program. We truly believe that electronic filing has now become the "best way to file taxes" and will continue to grow from year to year. We will do our best to continue to provide efficient service to you and appreciate your efforts in this program.

All IRS rules, regulations, and requirements governing tax preparers, transmitters, and electronic return originators put forth by the IRS are in effect for the State of Arkansas unless otherwise instructed by Arkansas procedures. Please note that IRS Publication 1345, Chapter 17 Fed-State Electronic Filing identifies the IRS procedures and requirements for Fed-State filing.

If you have any questions about Arkansas E-File, please visit our website at:

[www.state.ar.us/efile](http://www.state.ar.us/efile)

## Arkansas State E-File Changes for Tax Year 2002

1. **State Only E-Filing:** Effective this year Arkansas will allow State only filing due to the cooperation of the IRS. This has been a feature requested for several years by many States and now is available. This will allow ERO's to re-transmit returns that have been rejected by the State of Arkansas due to errors. Arkansas will be rejecting some returns that do not meet the requirements of Electronic Filing.
2. **Non-Resident returns qualify for Arkansas Electronic Filing:** Arkansas received approximately 15,000 Non Resident returns electronically last year. We experienced a high error rate because of software related problems. **NOTE:** Taxpayers filing joint with different state residency must file an AR1000NR. We will be rejecting this year if required fields are not completed. Non-resident returns will **NOT** qualify for State Only filing.
3. **Direct Deposit available on Electronically Filed Arkansas Individual Income Tax returns.** This will include E-File by ERO's, On-Line Filed returns, and Telefile returns. Direct Deposit will be offered on Electronically Filed Arkansas Individual Income Tax returns for this year.
4. **Form AR1000EC cannot be filed electronically.** Anyone claiming this credit must file by paper.
5. **We will be rejecting State returns that are filing for the following adjustment or credit:**
  - Contributions to Intergenerational Trust**
  - Border City Exemption**
  - Phenylketonuria Disorder Credit**
  - Business and Incentive Tax Credit**
  - Early Childhood Program**
  - Adoption Credit**
6. **Couples filing Joint on the Federal Return MUST file the State return either Married Filing Joint or Married Filing Separately on the SAME Return.** We no longer accept State returns for couples filing Joint on the Federal return but filing Married Filing Separately on Different returns on the State return.
7. **Other State Tax Credit for Full Year Resident Electronic filers allowed but required to FILE AR8453 and copy of Other State return.** This continues to be a problem in Other State Tax Credits Claimed. Please verify in your software that the correct tax amount is being carried to Line 46 of the Arkansas Tax Form. Please submit the AR8453 form along with a copy of the Other State(s) returns verifying the tax amount claimed. These forms will need to be mailed to the address below, or FAXED.

**Address:**                      **Electronic Filing Unit**  
                                      **P. O. Box 8094**  
                                      **Little Rock, AR 72203-8094**

**Fax#:**                            **501-682-7393**

8. **Form AR1000RC5's along with AR8453 are to be faxed or mailed at the time of transmission.** Make sure DCN has been entered in the upper right hand corner of the AR1000RC5. Otherwise attach form AR8453.

**Address:**                   **Electronic Filing Unit**  
                                  **P. O. Box 8094**  
                                  **Little Rock, AR 72203-8094**

**Fax#:**                       **501-682-7393**

9. **AR8453's are to be maintained by the ERO's.** We continue to receive AR8453's from ERO's, please retain them for your records. The exception to this policy is tax returns that are claiming Other State Tax Credit. (See Information Above)
10. **E-File E-mail Alerts:** Information will be sent out to all tax preparers that are on our contact list. If you are interested in receiving these alerts, please use the sign up sheet included in the mailing of this handbook. You **must** have an e-mail address to receive the alerts. Please follow the instructions on the sign-up form.
11. **Phone numbers for the Electronic Filing Group are for the ERO's and Preparers.** Please make sure your staff does **NOT** give out the numbers to the taxpayers. We received calls from taxpayers stating their preparer's office had given them our number to have us check on their refund. If we're answering refund calls, we can't help the preparers and ERO's that have questions or concerns. The numbers for taxpayers to call for refund information is:

**(501) 682-1100 or 1-800-882-9275**

**Automated Numbers: (501) 682-0200 or 1-800-438-1992**

12. **AR1000V Payment Vouchers are for tax due returns that are filed electronically.** If a taxpayer is filing his tax due return electronically please explain to the taxpayer **NOT** to send in their payment with their copy of the State tax return. When the taxpayer sends a copy of their State tax return along with the check, it is processed as if they were filing a paper return. This causes them to receive a billing for their electronically filed return. They are to send in **only** the AR1000V along with their check.
13. **Bonus Depreciation.** Arkansas is one of several states that did not adopt this provision for depreciation. For more information, please access our website at: [www.arkansas.gov/dfa](http://www.arkansas.gov/dfa) and go to the Income Tax Forms site.
14. **IRA's, Pension Plans, and Deferred Compensation Plans.** Arkansas has not adopted the new treatment concerning these plans, but does have a proposed bill to be introduced early in the Legislative Session beginning in January 2003. The proposal is to adopt the Federal law and make it effective for the 2002 Tax Year.

# ARKANSAS ELECTRONIC FILING CALENDAR

## Tax Year 2002

IRS/State Testing Begins .....November 8, 2002

First Date for Transmitting Live Electronic Returns  
to IRS/AR Department of Finance & Administration..... January 11, 2003

Arkansas Due Date..... May 15, 2003

Last Date for Arkansas Returns .....October 15, 2003

***Note:** The Arkansas due date is one month after the IRS due date. Since this is a combined Federal/State filing, the federal return would have to have an extension of time to file in order for both returns to be considered filed timely.*

## PUBLICATIONS

### IRS Publications

- Publication 1345** Handbook for Electronic Filers of Individual Income Tax Returns  
(Tax Year 2002)
- Publication 1345-A** Supplement to Handbook for Electronic Filers of Individual Income Tax  
Returns
- Publication 1346** Electronic Return File Specifications and Record Layouts for Individual  
Income Tax Returns (Tax Year 2002)
- Publication 1436** Test Package for Electronic Filing of Individual Income Tax Returns  
(Tax Year 2002)

### State of Arkansas Publications

- Publication AR1345** Arkansas Handbook for Electronic Filers of Individual Income Tax  
Returns (Tax Year 2002)
- Publication AR1346** Arkansas Software Developer's Information Handbook  
(Tax Year 2002)
- Publication AR1436** Arkansas Test Package  
(Tax Year 2002)

## CONTACT PERSONNEL

1. **Dan Brown, E-File Manager**  
(501) 682-7070  
Fax: (501) 682-7393  
E-Mail Address: [Dan.Brown@rev.state.ar.us](mailto:Dan.Brown@rev.state.ar.us)
2. **Caroline Glover, E-File Service Representative**  
(501) 682-7925  
Fax: (501) 682-7393  
E-Mail Address: [Caroline.Glover@rev.state.ar.us](mailto:Caroline.Glover@rev.state.ar.us)
3. **Susan Willis, E-File Service Representative**  
(501) 682-7361  
Fax: (501) 682-7393  
E-Mail Address: [Susan.Willis@rev.state.ar.us](mailto:Susan.Willis@rev.state.ar.us)
4. **JoAnn Hill, E-File Service Representative**  
(501) 682-7112  
Fax: (501) 682-7393  
E-Mail Address: [JoAnne.Hill@rev.state.ar.us](mailto:JoAnne.Hill@rev.state.ar.us)

***PLEASE DO NOT GIVE THE ABOVE NUMBERS TO TAXPAYERS***



***YOU MAY PROVIDE THE NUMBERS BELOW TO YOUR CLIENTS***

### Phone Number Assistance for your Clients

<b>Taxpayer Assistance</b>	<b>(501) 682-1100 or (800) 882-9275</b>
<b>Refund Information</b>	<b>(501) 682-0200 or (800) 438-1992</b>

## **FEDERAL-STATE ELECTRONIC FILING**

The State of Arkansas is one of 35 States to offer Fed-State Electronic Filing to their taxpayers. An additional 7 States offer an Independent Electronic Filing program to their taxpayers. Fed-State Electronic Filing continues to be the fastest way to have tax returns processed by the IRS and the States that participate in this program. The State of Arkansas has extended the contract with Mountain EDI for Fed-State Electronic Filing in 2003, and is ready to offer this capability to taxpayers that are required to file an Arkansas return nationwide.

Tax preparers and transmitters accepted in the IRS E-File program can participate in the Fed-State program by filing both the Federal return and the Arkansas return in one transmission to the IRS Service Center in Memphis, TN, using software accepted by both the IRS and the State of Arkansas. After acknowledging acceptance of the Federal return with state data to the transmitter, the IRS makes the state data available for retrieval by the State of Arkansas. After the state data has been retrieved by the State of Arkansas, it is processed through the State's computer processing system and a separate acknowledgment is created for the State return.

The State of Arkansas will provide State Acknowledgments to StAck. All transmitters should retrieve their State Acknowledgments through StAck. The transmitter should be able to retrieve the Arkansas acknowledgment within three days or less from the time he receives his Acknowledgment from the IRS. (Please see Transmitting the Arkansas Electronic Return in this Publication.)

Taxpayers can expect State of Arkansas refunds within ten (10) days of the date of acknowledgment from Arkansas and may expect Direct Deposits to be made within 48 hours of Acknowledgment.



## **APPLICATION PROCESS**

All interested parties who wish to participate in the Arkansas Fed-State Program may do so if they meet the following requirements:

Practitioners located in Arkansas and previously accepted by the IRS and in good standing for the electronic filing program do not have to submit any documentation unless requested from this office. If you are not in Arkansas, please FAX a copy of Federal Form 8633 and the IRS Acceptance Letter to **(501) 682-7393** or mail to:

**Electronic Filing Unit  
P. O. Box 8094  
Little Rock, AR 72203-8094**

If you currently do not participate with IRS electronic filing but would like to, complete Federal Form 8633, Application to Participate in the Electronic Filing Program, and send to:

**Internal Revenue Service  
Andover Service Center  
ATTN: EFU Acceptance  
Testing Stop 983  
P. O. Box 4099  
Woburn, MA 01888-4099  
(800) 691-1894**

All Arkansas Returns must be transmitted to the Memphis Service Center.

Each Electronic Return Originator (ERO) MUST have an Electronic Filer Identification Number (EFIN).

Please notify our office if you have any changes to your application form 8633. IRS requires that you have 30 days in order to contact the Andover Service Center to report these changes. The changes must be reported to the State of Arkansas at the above address within the same time frame.

IRS Publication 1345 specifies the application process and requirements for Federal participation. These requirements will apply for Arkansas electronic filing purposes under the Fed-State Program.

The IRS will provide a list of accepted Federal Electronic Filers with Arkansas locations to the State of Arkansas. Practitioners on this list of accepted Federal Electronic filers may file State Electronic returns, subject only to passing State suitability checks. All Electronic Filing software will have to be approved each year by the State of Arkansas E-File Unit.

The following is a complete list of approved software companies that completed testing for Arkansas' Fed-State E-Filing for Tax Year 2001:

<b><u>Company</u></b>	<b><u>Date Approved</u></b>
<b>CCH (Pro System)</b> Wichita, KS 67208	December 20, 2001
<b>Drake Software</b> Franklin, NC 28734	December 26, 2001
<b>Intuit:</b> Virginia Beach, VA 23462	December 26, 2001
<b>Orrtax</b> Bellevue, WA 98005	December 26, 2001
<b>Tax Works</b> Kaysville, UT 84037	December 26, 2001
<b>UltraTax (Creative Solutions)</b> Dexter, MI 48130	December 26, 2001
<b>RCS</b> Martinez, GA 30907	December 28, 2001
<b>Petz Enterprizes</b> Tracy, CA 95376	December 28, 2001
<b>LaCerte Software</b> Dallas, TX 75240	December 28, 2001
<b>AZX (Arthur Andersen)</b> Sarasota, FL 34232	December 28, 2001
<b>Tax Link</b> Columbus, OH 43220	January 7, 2002
<b>H &amp; R Block</b> Dublin, OH 43017	January 7, 2002
<b>Jackson-Hewitt</b> Virginia Beach, VA 23462	January 8, 2002
<b>Stallion Software</b> Amarillo, TX 79159	January 8, 2002

## **Approved Software List Continued:**

**Universal Tax Systems**  
Rome, GA 30165

January 8, 2002

**Tax Ware**  
Upland, CA 91786

January 10, 2002

**Xpress Software**  
Columbia, SC 29210

January 24, 2002

**ATX Forms, Inc.**  
Fort Pierce, FL 34951

January 29, 2002

An updated listing for the coming year will be provided on the E-File website for the State of Arkansas.

[www.state.ar.us/efile](http://www.state.ar.us/efile)

## ACCEPTANCE AND TESTING

Acceptance by the IRS for filing federal electronic returns from an Arkansas business address results in acceptance into the Arkansas electronic filing program, pending completion of a State suitability check. No separate application form is necessary for Arkansas electronic filing.

The IRS requires notification of address changes, contact person changes, etc to be sent to the Andover Service Center within 30 days of the change in order to maintain updated information of the ERO. These changes are also required for the State of Arkansas. Please send any changes to your 8633 application form to:

**Electronic Filing Unit  
P. O. Box 8094  
Little Rock, AR 72203-8094**

**FAX: (501) 682-7393**

After the Arkansas Department of Finance and Administration conducts suitability checks on applicants accepted by the IRS for Arkansas Federal filing, the Department would authorize those that are eligible to participate in the Arkansas program. No notification will be sent to those who are accepted for Arkansas State Electronic filing. If you are not accepted because of the suitability check, this Office will notify you.

The State of Arkansas will use the Electronic Filer Identification Numbers (EFIN's) and Electronic Transmitter Identification Numbers (ETIN's) that are assigned by the IRS. The Andover Service Center assigns all EFIN's and ETIN's for the State of Arkansas.

All software developers are required to test their software with Arkansas test data. Only software that has been tested and accepted by the Arkansas Department of Finance and Administration may be used for Arkansas Electronic Filing.

Upon request, software developers will be provided software specifications and test materials with instructions. When these software developers have successfully completed testing with the IRS, they may begin Arkansas testing. The State of Arkansas will then retrieve the State Test Data from the IRS Memphis Service Center, process, evaluate, and notify the software developers of results.

## ARKANSAS ELECTRONIC RETURN

The State of Arkansas' electronic return consists of electronically transmitted data and supporting paper documents that must be mailed or delivered.

The following forms and schedules may be transmitted electronically (electronic return):

<b>AR1000F</b>	Arkansas Full Year Resident Form
<b>AR1000N</b>	Arkansas Non Resident Form
<b>AR3</b>	Arkansas Itemized Deductions Schedule
<b>AR4</b>	Arkansas Interest & Dividends Schedule
<b>AR1000TD</b>	Lump-Sum Distribution Averaging
<b>AR2210</b>	Arkansas Underestimate Penalty Schedule
<b>AR1800</b>	Arkansas Political Contribution Schedule
<b>AR1328</b>	Arkansas Working Taxpayer Credit Schedule
<b>AR1075</b>	Deduction for Tuition Paid to Post-Secondary Educational Institutions

### DOCUMENTS, WHICH MUST BE SUBMITTED TO THE STATE OF ARKANSAS

The following supporting forms and schedules of the Arkansas tax return must be completed in paper format and, or FAXED to E-File Unit **(501) 682-7393**, or mailed or delivered to the State of Arkansas to the following address:

**E-File Unit  
PO Box 8094  
Little Rock, AR 72203-8094**

**AR1000DC** Disabled Child Certificate - Must be submitted every year.

**AR1000RC5** Developmentally Handicapped Child Certificate - This certificate must be submitted every 5 years or the first year the credit is taken. If it is time for a new certificate to be submitted, the taxpayer should receive a renewal letter from the State of Arkansas.

**Other State Tax Returns** When Other State Tax Credit is being claimed on the AR1000F, please mail or FAX copies of the returns to the above address or phone number.

## TRANSMITTING THE ARKANSAS ELECTRONIC RETURN

Since the Arkansas electronic return will be transmitted with the Federal return, the transmitter must comply with all electronic transmitting procedures, communications requirements, and technical specifications by the IRS, as defined in IRS Publication 1345.

Arkansas returns must be transmitted to the Memphis Service Center.

**NOTE:** *Participants in the Fed-State Electronic Filing Program should confirm with their software developers or direct transmitters that the software can process and transmit the state data along with the federal data to the Memphis Service Center.*

To make arrangements to receive acknowledgments, transmitters should contact:

**StAck**  
**Customer Assistance Center**  
**Telephone: 1-(828)-349-5750**  
**E-Mail: [sysadmin@state-ack.net](mailto:sysadmin@state-ack.net)**

To apply for StAck on-line: [www.state-ack.net](http://www.state-ack.net)

### Support Line Hours:

Beginning October 19 <sup>th</sup> .....	Monday – Friday .....	8:00 AM – 9:00 PM
Beginning January 2nd .....	Monday – Saturday .....	8:00 AM – 12:00 Midnight
Beginning April 16 <sup>th</sup> .....	Monday – Friday .....	8:00 AM – 9:00 PM

All times are Eastern Time zones. Christmas Eve and New Year's Eve the support line will close at 6:00 PM.

Transmitters will need to contact StAck with questions or problems pertaining to:

- ◆ Registration Assistance
- ◆ Testing on Acknowledgment System
- ◆ Communication Problem Resolution
- ◆ Receiving Acknowledgment Transmissions
- ◆ Network Verification Report

Questions or problems pertaining to acknowledgment status should be directed to the Arkansas Electronic Filing Unit at (501) 682-7925.

## **Arkansas Individual E-File Return Reject Information**

For Tax Year 2002, Arkansas will begin rejecting E-Filed returns for various reasons. Many of the reasons are for returns that require special forms that are not eligible for E-File. These forms include the Border City Exemption Certificate necessary for Texarkana exemption of income (Form AR-TX), the Early Childhood Credit form (AR1000EC), Credit for Adoption Credit Expenses (Form AR8839), Business and Incentive Tax Credits (AR1000BIC), Phenylketonuria Credits (PKU Credit), Adjustment to income for Intergenerational Trust amounts, and several more items identified in the Reject Code Listing.

Due to the availability of filing a "State Only: return for the coming year, these edits have become necessary to implement into our processing system. A complete listing of the Reject Codes is provided on the following pages.

## Reject Code List for Tax Year 2002

Code	Form	Message
001	AR1000N	Invalid format for Arkansas Non Resident return.
002	AR1000N	Arkansas Income is less than \$1.00 (Line 22c).
003	AR1000N	Arkansas Proration Percentage is 0% (Line 52c).
004	AR1000N	Non Resident return cannot be filed as "State Only".
005	AR1000	AR-TX Texarkana Exemption claimed (Line 31).
006	AR1000	Credit for Adoption Credit expenses claimed (Line 48).
007	AR1000	Phenylketonuria Credit claimed (Line 49).
008	AR1000EC	Early Childhood Credit claimed (Line 56).
009	AR1000	Intergenerational Trust Adjustment claimed (Line 25).
010	AR1000	If Federal return is filed using Filing Status 2, then State return must equal Filing Status 2 or 4.
011	AR1000	Business & Incentive Credits claimed (Line 50).
012	AR1000	Decedent Tax Return does not qualify for Arkansas E-File.
013	AR1000 AR1000N	Duplicate Return. A return has previously been filed.
014	AR1000 AR1000N	No supporting schedules attached. (Ex. W-2, 1099, Schedule. C, D, E, 2441, etc.)
015	AR1000 AR1000N	No Federal Tax Return attached to State return.
016	AR1000 AR1000N	Return does not qualify for Arkansas E-File.



• 00 - - - - - 3

**AR8453**

**Arkansas Individual Income Tax Declaration  
for Electronic Filing**

**2002**

For the tax year January 1 - December 31, 2002

USE STATE LABEL OR PRINT	First Name and Initial	Last Name(s)	Your Social Security # ●
	Present Address		Spouse's Social Security #
	City, Town or Post Office Box, State and Zip Code		Telephone Number

**PART 1 TAX RETURN INFORMATION (Whole Dollars Only)**

1. Total Income (Form AR1000 or AR1000NR, Line 22) .....	1	00
2. Net Tax (Form AR1000 or AR1000NR, Line 52) .....	2	00
3. State Income Tax Withheld (Form AR1000 or AR1000NR, Line 53) .....	3	00
4. Refund (Form AR1000 or AR1000NR, Line 58) .....	4	00
5. Tax Due (Form AR1000 or AR1000NR, Line 64) .....	5	00

**PART 2 DECLARATION OF TAXPAYER**

- 6a. ☐ I consent that my refund be directly deposited as designated in the electronic portion of my 2002 Arkansas income tax return. If I have filed a joint return, this is an irrevocable appointment of the other spouse as an agent to receive the refund.
- b. ☐ I do not want direct deposit of my refund or I am not receiving a refund.

If I have filed a balance due return, I understand that if the state of Arkansas does not receive full and timely payment of my tax liability, I will remain liable for the tax liability and all applicable interest and penalties. If I have filed a joint Federal and state return and my federal return is rejected, I understand my state return will be rejected also.

Under the penalties of perjury, I declare that if the information I have given my ERO and the amounts in Part I above agree with the amounts on the corresponding lines of the electronic portion of my 2002 Arkansas income tax return. To the best of my knowledge and belief, my return is true, correct, and complete. I consent to my ERO sending my return, this declaration, and accompanying schedules and statements of the State of Arkansas. I also consent to the State of Arkansas sending my ERO and/or transmitter an acknowledgement of receipt of transmission and an indication of whether or not my return is accepted, and if rejected, the reason(s) for the rejection. If the processing of my return or refund is delayed, I authorize the State of Arkansas to disclose to my ERO and/or transmitter the reason(s) for the delay, or when the refund was sent.

**Sign**

**Here** Your Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART 3 DECLARATION OF ELECTRONIC RETURN ORIGINATOR (ERO) AND PAID PREPARER**

I declare that I have reviewed the above taxpayer's return and that the entries on Form AR8453 are complete and correct to the best of my knowledge. If I am only a collector, I understand that I am not responsible for reviewing the taxpayer's return; I declare that Form AR8453 accurately reflects the data on the return. I have obtained the taxpayer's signature on Form AR8453 before submitting this return to the State of Arkansas, and have provided the taxpayer with a copy of all forms and information to be filed with the State of Arkansas. If I am also the Paid Preparer, under penalties of perjury I declare that I have examined the above taxpayer's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct and complete. This declaration of Paid Preparer is based on all information of which the preparer has knowledge.

**ERO'S Use Only**

ERO'S Signature _____	Date _____	Check if paid preparer <input type="checkbox"/>	Check if self-employed <input type="checkbox"/>	_____ Your SSN or PTIN
Firm's name and address _____			FEIN _____	

Under penalties of perjury, I declare that I have examined the above taxpayer's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct and complete. This declaration is based on all information of which I have any knowledge.

**Paid Preparer's Use Only**

Preparer's Signature _____	Date _____	Check if self-employed <input type="checkbox"/>	_____ Preparer's SSN or PTIN
Firm's name and address _____			FEIN _____

## Special Information

Direct Deposit will be offered on Electronically Filed Arkansas Individual Income Tax returns. This is restricted to Taxpayers that will receive a Federal refund and are using the Direct Deposit method for their Federal refund. You must use the same account that is being used for the Federal refund Direct Deposit.

Effective January 1, 2000, ERO's are **required** to retain the AR8453 forms along with original W-2 forms for 3 years from the original due date of the tax return except for the cases where forms AR1000RC5 and/or AR1000DC must be submitted to the State of Arkansas.

A copy of the AR8453 form must be sent along with these special forms. All taxpayers claiming the Disabled Individual Adjustment or the Developmentally Disabled Credit should have these schedules mailed or faxed to the E-File Office immediately after the Federal acknowledgment has been received. These schedules have required information that the E-File office needs in order to complete processing of the Arkansas Individual Income Tax return. ERO's should retain the original of the form AR8453 with the W-2 forms and other special form(s).

## When And Where To File

Only the Austin and Memphis Service Centers will accept electronically filed returns beginning January 10, 2003. For more details, refer to Federal Publication 1345, Handbook for Electronic Filers of Individual Income Tax Returns, and the Arkansas Handbook, AR1345 for Electronic Filers (Tax Year 2002). It contains step-by-step instructions and complete addresses for each of these service centers.

## Line Instructions

### Declaration Control Number (DCN)

The DCN is a 14 digit number assigned to your return by your on-line service provider and/or transmitter. It is included in your acknowledgment message. Clearly type or print the DCN in the top left corner of Form AR8453. The first two digits are always "00". The next six digits are the electronic filer identification number (EFIN). The next five digits are the batch number and serial number. The "3" represents the year the return is filed (2003).

#### Boxes

#### Entry

- |       |   |
|-------|---|
| 1-2   | File identification number (always "00")                          |
| 3-8   | Electronic Filer Identification Number (EFIN) assigned by the IRS |
| 9-11  | Batch Number (000 to 999) Assigned by the ERO                     |
| 12-13 | Serial Number (00 to 99) Assigned by the ERO                      |
| 14    | Year digit (for 2003 the digit is "3")                            |

**Example:** The EFIN is 710001. The batch number is 000. The serial number is 56. The DCN is 00-710001-00056-3.

**Name, Address, and Social Security Number:** If the taxpayer received a mailing label from the State of Arkansas, place the label in the name area. Cross out any errors and print the correct information. Add any missing items, such as apartment number. If the taxpayer did not receive a mailing label, print or type the information in the spaces provided. Please verify that the social security number (SSN) is clear and correct. An incorrect or missing SSN may delay any refund. If a joint return, be sure the names and SSNs are listed in the same order.

**P. O. Box:** If the Post Office does not deliver mail to your home and you have a P. O. Box, enter the box number instead of the home address.

**Note:** *The address must match the address shown on the electronically filed Form AR1000.*

## Part I – Tax Return Information

**Line 3.** Include any State of Arkansas withholding from Form(s) 1099 in the amount you enter on line 3.

## Part III – Declaration of Taxpayer

The taxpayer's signature allows the State of Arkansas to disclose to the ERO and/or the transmitter the reason(s) for a delay in processing the return or refund.

If the ERO makes changes to the electronic return after Form AR8453 has been signed by the taxpayer but before it is transmitted, the ERO must have the taxpayer complete and sign a corrected Form AR8453 if either of the following applies:

The total income on line 1 differs from the amount on the electronic return by more than \$25.00, or

The total tax on Line 2, the refund on Line 4, or tax due on Line 5 differs from the amount on the electronic return by more than \$7.00.

## Part IV – Declaration of Electronic Return Originator (ERO) and Paid Preparer

The State of Arkansas requires the ERO's signature.

A paid preparer must sign Form AR8453 in the space for **Paid Preparer's Use Only**. Only handwritten signatures are acceptable. If the paid preparer is also the ERO, do not complete the paid preparer's section. Instead, check the box labeled "Check if also paid preparer."

**Refunds:** After the State of Arkansas has accepted the return, the refund should be issued within 10 days. However, some refunds may be temporarily delayed as a result of compliance reviews to ensure that the returns are accurate.

## FORM AR8453

Taxpayers must complete and sign the AR8453. Effective January 1, 2000 and for future years, Electronic Filers, Transmitters, and Electronic Return Originators must retain all signed AR8453 forms with all required schedules, attachments and information for the current tax year plus an additional two years.

**IRS DCN** Enter the Federal DCN in the appropriate boxes at the top left hand portion of the return.

**Mailing Label** If the taxpayer received a mailing label from Arkansas Income Tax, please attach the label to the name/address portion of the AR8453. Any necessary changes may be made on the label.

**PART 1** Tax Return Information:  
Enter the necessary information from the AR1000. Use whole dollar amounts.

**PART 2** Declaration of Taxpayer:  
After the return has been prepared and before the return has been transmitted, the taxpayer (and spouse, if joint) must verify the information on the return and the AR8453 and sign and date the AR8453. The preparer/transmitter must provide the taxpayer with copies of the return and the AR8453.

**Preparers and ERO's are prohibited from allowing taxpayers to sign blank AR8453's.**

**PART 3** Declaration of ERO and Paid Preparer:  
ERO's and Paid Preparers are required to complete all information requested in Part 3 of the AR8453.

### **ATTACHMENTS TO AR8453**

1. State copies of Forms W-2 (*Attach to front of AR8453*).
2. State copies of Form 1099 (*Attach to front of AR8453*).
3. Schedules/Statements explaining tax differences between Arkansas and IRS.
4. Documents requiring signatures, if applicable.

# AR1000-V

## Instructions for Making Tax Due Payments for State of Arkansas Electronic Filing

Taxpayer's filing their Arkansas Individual Income Tax Electronically can now file Balance Due tax returns through the Federal-State Electronic Filing Program. The taxpayer can either send their payment at the time their return is transmitted, or wait until May 15, 2003. The payment voucher below (Form AR1000 V) must be submitted with the payment. A billing notice will be mailed to the taxpayer if payment has not been received by May 15, 2003. Payments postmarked after May 15th will be subject to late payment penalties and interest charges.

**Note:** This Voucher is to be used only if you used Electronic Filing as your method of filing the tax return.

IF YOU OWE STATE OF ARKANSAS INCOME TAX, DETACH THE COUPON BELOW. MAIL THE COUPON AND YOUR PAYMENT BEFORE MAY 15TH.

**2002**

### AR1000-V ELF Payment Voucher

This payment voucher can be used only if your return was filed electronically.

SSN		Spouse SSN	
First Name	MI	Last Name	
Spouse First Name	MI	Last Name	
Address			
City, State, Zip		Telephone #	

**Amount  
Due**

\$		00
----	--	----

Make check payable to DF&A and Mail before May 15th, 2003 to:

State Income Tax - ELF Payment  
P.O. Box 8149  
Little Rock, AR 72203-8149

## **ASSISTANCE**

The State of Arkansas Income Tele-Tax Helpline provides taxpayers with information about their refunds and general tax topics. Tele-Tax Help line is available 24 hours a day. Taxpayers may inquire about the date their refunds will be issued.

Taxpayers should be advised to confirm acknowledgment of their Arkansas return with their practitioners before calling the Tele-Tax Help line.

## **TAXPAYERS**

Tele-Tax & Automated Refund Information:

Little Rock Area: (501) 682-0200  
Statewide: 1-800-438-1992

Individual Income Tax Hotline:

Little Rock Area: (501) 682-1100  
Statewide: 1-800-882-9275

## **TRANSMITTERS, PREPARERS, ERO'S**

<b><i>PLEASE DO NOT GIVE THESE TELEPHONE NUMBERS TO TAXPAYERS.</i></b>
--

Fed-State Electronic Filing Help:

Statewide: (501) 682-7925  
(501) 682-7112  
(501) 682-7361

This telephone number is for Transmitters, Preparers and ERO's ONLY.

## **RESPONSIBILITIES OF ELECTRONIC FILERS/TRANSMITTERS/ERO'S**

Electronic filers, transmitters, and return originators must abide by the terms set forth in the Arkansas Handbook and must maintain a high degree of integrity, compliance, and accuracy to continue participation in the Fed-State Electronic Filing Program. They must also meet the following requirements:

### **COMPLIANCE**

All electronic filers must comply with the requirements and specifications set forth in the IRS Publications 1345, 1345-A, and 1346; this Arkansas Handbook; and Arkansas Electronic Filing Information for Software Developers.

### **TIMELINESS OF FILING**

Transmitters and electronic return originators must ensure that electronic returns, which are due by **May 15, 2003**, are filed in a timely manner. The date of the IRS acknowledgment will be considered the filing date for an Arkansas return transmitted electronically.

Further, transmitters and electronic return originators must confirm acknowledgment of the State return by Arkansas' Department of Finance and Administration before considering the state return received.

### **DEADLINE FOR FILING**

Arkansas' Department of Finance and Administration will accept electronically filed all Arkansas tax returns transmitted to the IRS Memphis Service Center through **October 15, 2003**. Any Arkansas returns submitted after **October 15, 2003** must be filed as paper documents.

### **RESPONSIBILITY TO YOUR CLIENTS**

Preparers have been entrusted with the task of filing a client's tax return and must assume the responsibility of ensuring that the return arrives at Arkansas' Department of Finance and Administration. In the event that the electronic return fails to arrive at its destination, preparers must notify their clients to file a paper return.

## **CHANGES ON THE RETURN**

If the transmitter or taxpayer wishes to make any changes after the return has been accepted and acknowledged, the taxpayer must file an Amended Return through the paper document process.

Arkansas paper returns must be mailed to the appropriate address:

<b>REFUND RETURNS</b>	<b>TAX DUE RETURNS</b>	<b>NO TAX DUE RETURNS</b>
Arkansas Income Tax P. O. Box 1000 Little Rock, AR 72203-1000	Arkansas Income Tax P. O. Box 2144 Little Rock, AR 72203-2144	Arkansas Income Tax P. O. Box 8026 Little Rock, AR 72203-8026

The tax practitioner should have his client ensure that the original return has been processed before filing the amended return.

## **HANDLING PROBLEMS**

**Taxpayers** needing general tax information ..... (501) 682-1100

**Refund Information** (Automated Information Line) ..... (501) 682-0200

<b>Preparers, Transmitters, and ERO's <u>ONLY</u></b> who need assistance with problems relating to electronic state returns..... (501) 682-7925 ..... (501) 682-7112 ..... (501) 682-7361
<b>**NOTE:</b> <i>This number is for tax professionals only. Do Not give it to taxpayers.</i>

## **CHECKING THE ARKANSAS ACK FILE**

Direct transmitters are required to retrieve Arkansas acknowledgments through StAck.

Upon receipt of the State acknowledgment of an electronic Arkansas return, transmitters are required to notify their ERO's of the Acknowledgment.

An Arkansas acknowledgment indicates that the return has been received and will be processed. The taxpayer should be advised to wait at least two weeks from the date of acknowledgment before inquiring about his tax return.

Any questions concerning returns with errors will be directed to the taxpayer or his agent who has power of attorney on file for the year in question.

# **REGULATION FOR AR8453**

The following is the regulation for retention of form AR8453 by preparers for 1999 and future tax years. Regulation 2000-2 was adopted pursuant to Arkansas Code Ann. 26-51-806. A copy of this Regulation is posted on the State of Arkansas DFA e-file web site. The Web site address is:

<http://www.state.ar.us/efile>

## **2000-2. EMERGENCY REGULATION - FILING ELECTRONIC RETURNS (2/2000)**

This regulation is adopted as an emergency regulation to administer the process of filing electronic returns. Pursuant to Ark. Code Ann. § 26-51-806, the Director of the Department of Finance and Administration has the authority to prescribe the form by which income tax returns are filed. These regulations are needed to clarify the procedures for electronic return originators and taxpayers filing and retaining taxpayer signature documents and supporting documentation associated with the electronic filing of individual tax returns. The Director of the Department of Finance and Administration and the Commissioner of Revenue promulgate this regulation pursuant to the authority set out in Ark. Code Ann. § 26-18-301.

### **(1) Definitions**

- (A) AR8453 is defined as a paper document used to satisfy signature requirements for electronically filed income tax returns submitted to the State of Arkansas by an Electronic Return Originator (ERO).
- (B) ERO or Electronic Return Originator is defined as a third party that transmits a tax return electronically on behalf of a taxpayer. An ERO must be approved by the Internal Revenue Service to qualify for this program.
- (C) Taxpayer is any person(s) required to file a State of Arkansas Individual Tax Return.
- (D) Annual Wage Forms are original forms W-2 and 1099 submitted by the taxpayer to the ERO, which are used to compute their Individual Income Tax returns.
- (E) Supporting Forms or Schedules are paper forms that require a signature and thus cannot be filed electronically.
- (F) AR8453OL is a paper document used to satisfy signature requirements for electronically filed income tax returns submitted to the State of Arkansas by the taxpayer using an Internet based filing service or direct dialup software.



- (G) E-File Section is the Electronic Filing Section for the State of Arkansas responsible for the processing of electronically filed income tax returns.

## **(2) General Procedures for Form AR8453**

- (A) The taxpayer and ERO are required to verify that the taxpayer's name, address, social security number, and tax return information in the electronic transmission is identical to the information on the form AR8453, before the electronic return data is transmitted to the Internal Revenue Service Center.
- (B) Once both the ERO and the taxpayer(s) have verified the information and they have determined that the information is correct, they must sign the form AR 8453. Both taxpayer signatures are required on a joint return prior to the electronic transmission of the return.
- (C) The ERO must provide the taxpayer with a copy of form AR8453, annual wage forms and a paper copy of Form AR1000 showing the electronic data transmitted to the Internal Revenue Service Center.

## **(3) Retention of Form AR8453**

- (A) ERO's are responsible for retaining the original form(s) AR8453, the state copy of the original annual wage forms submitted by the taxpayer, and any other non-electronic supporting forms or schedules at their place of business for three (3) years from the due date of the return. Reproduction of the annual wage forms created by the ERO's tax preparation software is not acceptable.
- (B) ERO's are required to produce the original signed form AR8453, annual wage forms and any other supporting forms or schedules upon request from the State of Arkansas's representative for compliance and examination purposes. Any ERO that fails to retain the required records may be suspended from the Arkansas E-file Program.
- (C) The form(s) AR8453 are not to be submitted to the State of Arkansas unless specifically requested or otherwise stated in this policy.

## **(4) When to submit Form AR8453 to the State of Arkansas**

- (A) ERO's will submit a copy of the form AR8453 along with supporting forms and schedules that cannot be submitted electronically. A list of schedules required to be sent in are listed in the publication. These forms should be submitted to the E-File Section within 24 hours of receiving the State acknowledgment of receipt of the electronically filed tax return.

**(5) ERO's that cease doing business must notify the E-File Branch within 30 days of the date that they cease doing business. ERO's who cease doing business will be required to forward all retained AR8453 documents to the E-File Branch. ERO's should contact the E-file branch prior to submitting the documents for proper documentation and procedures for the submission of prior year forms.**

**(6) Procedure for Form AR 8453 OL**

- (A) Taxpayers who prepare their own returns and file their State of Arkansas tax returns electronically are required to complete and sign form AR8453OL and attach annual wage forms along with any other supporting forms and schedules and mail to the Arkansas E-File Section. This form is required to be sent to the E-File Section within 24 hours of receiving the State acknowledgement of receipt of the electronically filed tax return.
- (B) A taxpayer who fails to submit proper documentation timely may be declared to be ineligible to file electronic returns without the assistance of an ERO by the Commissioner of the Department of Revenue or his designee.

**(7) This regulation will apply to all electronically filed Individual Income Tax returns filed on or after January 1, 2000.**

**§ 26-51-816. Signature document.**

- (a) The Director of the Department of Finance and Administration shall have the authority to require the originator, transmitter, or paid preparer of an electronically filed Arkansas income tax return to retain the signature document, AR8453, as well as all other forms and schedules which support the return.
- (b) Supporting forms and schedules which should be attached to the signature document include, but are not limited to, the following:
  - (1) Form W-2;
  - (2) Form 1099;
  - (3) Form AR1000EC;
  - (4) Form AR1000DC;
  - (5) Form AR1000RC5; and
  - (6) Any other documents or schedules that require the taxpayer's signature.
- (c) The signature document and all supporting documents for an electronically filed Arkansas return must be made available for inspection by the director upon the director's request.

- (d) The director is empowered to promulgate rules and regulations for the proper enforcement of this section.

History. Acts 1999, No. 1132, § 7.

## **GLOSSARY**

<b>DCN</b>	<u>Document Control Number.</u> A unique number assigned by the ERO and used on the Federal Form 8453 and AR8453 for the taxpayer. The DCN must contain the EFIN of the electronic filer who prepared the return or collected the return. The tax preparation software usually generates the DCN.
<b>EFIN</b>	<u>Electronic Filing Identification Number.</u> A unique number assigned by the IRS Service Center when an Application Form 8633 is received. It is based on the District Office that serves the area where the applicant is located. This number is used in the construction of the DCN.
<b>ERO</b>	<u>Electronic Return Originator.</u> A person or organization that deals directly with the taxpayers regarding the transmission of their electronic tax returns. An ERO may or may not be a preparer.
<b>ETIN</b>	<u>Electronic Transmitter Identification Number.</u> A unique number assigned by the IRS Service Center where the transmissions will be sent. It allows access to the IRS Data Communications Subsystem and indicates the identity of the Transmitter.